



GOVERNANCE APPROVAL TIMELINES FOR 2024 OFFERINGS

This timeline is provided to guide staff involved in the development and approval of proposals for new, discontinued, and substantially revised* offerings for delivery in 2024.

The table below includes the dates of **key** university level committee meetings (a full calendar of university level committee dates is included below the table). Proposal proponents also need to factor in the timelines for the preceding Faculty level committees, as these vary. It is important to note that delays to the progress of proposals can occur if committees require additional information or if they refer proposals back to subordinate committees for the resolution of issues. Following final approval of new programs, a small window of time (typically a week) needs to be factored in for entry of the relevant configuration in administrative systems such as SIMS and Apply Online.

Please note: new programs that are to be offered to international students studying in Australia on student visas require CRICOS registration to be approved by TEQSA. This is managed through the Office of the DVC Academic Quality and typically takes a month following final approval of the program by UNSW (this does not happen automatically, and the relevant Faculty needs to liaise with the Manager, Compliance & Quality, Office of the DVC Academic Quality, to organise submission of an application to TEQSA).

*Refer to the [Help & Guidance in ECLIPS](#) for advice about approval levels for different types of revisions, as not all changes are required to go all the way to the university level committees for approval.

KEY DATE/DEADLINE	ACTIVITY
Late 2022	<p>2024 direct applications (international and postgraduate) open approximately 18 months in advance of term commencement:</p> <p>Suspending or moving a program into teachout at short notice is problematic. In addition to the impact on all students who have received an offer (including deferrals), there is an additional issue with international students who don't meet English requirements and have been issued a Conditional Package offer that provides them with a visa to come to Australia to enrol with UNSWIL to study English. When a program is cancelled in the 12 months prior to an intake, it puts the University and applicants in a very difficult position, particularly UNSWIL students who are already in Australia.</p> <p>Note also that some disestablishments of programs or majors require approval from the Commonwealth Government, and this process can take quite some time.</p>
IDEAL APPROVAL TIMELINE FOR 2024 OFFERINGS	
By 30 September 2022	DEADLINE FOR FACULTY APPROVAL
12 October 2022	ACADEMIC PROGRAMS ADVISORY GROUP
28 October 2022	<p>ACADEMIC BOARD PROGRAMS COMMITTEE (ABPC)</p> <p>*If a Business Case is required with a recommendation from the Academic Programs Business Group it must have this recorded prior to inclusion on the agenda for ABPC.</p>
22 November 2022	<p>ACADEMIC BOARD</p> <p>Lead time for approval or suspension/disestablishment of programs to maximise opportunities for promotion and recruitment and to minimise impact on prospective students.</p>
January 2023	Recruitment cycle for 2024 commences.
Jan – April 2023	Majority of 2024 Guides and Marketing Collateral produced for distribution to prospective students.

**FINAL APPROVAL DEADLINE FOR 2024 PROGRAM/SPECIALISATION PROPOSALS
NEW OFFERINGS AND SUBSTANTIAL REVISIONS**

By 5 May 2023	FACULTY APPROVAL
17 May 2023	ACADEMIC PROGRAMS ADVISORY GROUP
2 June 2023	ACADEMIC BOARD PROGRAMS COMMITTEE *If a Business Case is required with a recommendation from the Academic Programs Business Group it must have this recorded prior to inclusion on the agenda for ABPC.
27 June 2023	ACADEMIC BOARD <i>Section 5.3 of the Academic Offerings Approval Procedure:</i> All new and revised academic offerings must be approved by 30 June in the year prior to the first intake to ensure that all necessary arrangements (e.g. Handbook publication, CRICOS registration, marketing and agent notification, student load planning, student enrolment planning, and resource development) are in place before commencement, and to meet key administrative deadlines for curriculum planning, publishing and enrolment. The exception is new research programs or coursework programs which are fully online and associated new courses. These must be approved at least six months prior to the first intake. Academic Programs Advisory Group can recommend a shorter cut-off date in exceptional circumstances.
May – July 2023	Peak undergraduate careers market period
Early August	UAC applications open. Note that programs must be CRICOS registered before they can be made available to onshore international year 12 students.
Mid-August 2023*	Term of offering deadline for courses to be offered in all teaching terms in 2024. Given that students enrol for all 2024 terms from October, delivery patterns need consideration for the full year in advance and this information is an input to term planning and the creation of course enrolment (CRS) classes. Summer Term and Term 1 2024 Term Planning deadline (timetabling requirements and clash free course combinations)
Late August 2023*	Release of 2024 Online Handbook.
2 September 2023	Open Day. Absolute last opportunity to promote new programs that have missed previous recruitment collateral and events.
Early October 2023*	2024 enrolment begins for all teaching terms. Course offerings for all terms and relevant fees/CSP amounts published as required by legislation.

IDEAL APPROVAL TIMELINE FOR 2025 OFFERING

29 September 2023	DEADLINE FOR FACULTY APPROVAL TO MEET 2025 IDEAL TIMELINE
11 October 2023	ACADEMIC PROGRAMS ADVISORY GROUP
27 October 2023	ACADEMIC BOARD PROGRAMS COMMITTEE *If a Business Case is required with a recommendation from the Academic Programs Business Group it must have this recorded prior to inclusion on the agenda for ABPC.
21 November 2023	ACADEMIC BOARD (15 months lead time) for approval or cancellation of programs to minimise impact on prospective students and maximise opportunities for promotion and recruitment

*Exact dates subject to confirmation and will be communicated in due course.

2023 Committee Meeting Dates – University Level Governance

January						
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February						
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	Academic Board
	Academic Board Programs Committee
	University Academic Quality Committee
	Academic Programs Advisory Group

	Academic Programs Business Group
	University Higher Degree Research Committee
	Public Holiday/University Shutdown